



Virginia Cooperative Extension

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Date of Request

Donna Cook
7611 Catlett Drive
Gloucester, Virginia 23061

Dear Donna,

Please prepare payment to: _____.
First Last

In the amount of: \$_____.

Purpose for payment: Please detail. If you have already purchased, please attach receipts.

_____.

Mail payment to: _____
Street Address/PO Box

City State Zip

Sincerely,

James M. Orband
Extension Agent, Horticulture

Note to MG's: Please attach receipts to this letter. Try to research prices and get Donna to cut a check directly to the provider of the product instead of purchasing out of pocket. If you do purchase out of pocket, this form must be submitted via Jim Orband to ensure reimbursement!

Date Paid:_____

Check No.:_____